



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

EXECUTIVE STAFF INTERPRETER

Job Number: 20001072

Job Code: 51070V161016

Job Group: 5100 - ALLIED EDUCATION

Job Established: 07/16/1994

Job Revised: 10/16/2016

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as the personal interpreter for the Executive Director of the Kentucky Commission on the Deaf and Hard of Hearing or the Superintendent for the Kentucky School for the Deaf; plans and organizes workshops on the Americans with Disabilities Act and/or topics related to deaf and hard of hearing people and is responsible for advocacy activities on behalf of deaf persons; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of interpreting experience.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional interpreting experience will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a license as an interpreter issued by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing. <http://www.kbi.ky.gov/> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides voice to sign and sign to voice interpretation and transliteration using the proper register in a wide variety of settings including legislative hearings and meetings, commission meetings, presentations or speeches to interested groups. Acts as a facilitator of communication and a cross-cultural mediator between the hearing culture and the deaf culture. Provides and participates in workshops for various groups on issues related to the deaf and hard of hearing and related topics. Follows the Registry of Interpreters for the Deaf Code of Ethics and keeps abreast of any information regarding interpreting for the deaf. Works with teams of interpreters when necessary. Arranges for substitute interpreters. Frequent in-state and out-of-state travel.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Duties are generally performed in an office setting with moderate physical activity, speed and extreme proficiency required. Requires frequent overnight travel both in and out of state. Work typically involves moderate physical activity, adeptness and speed in the use of fingers and hands in signing. At times, considerable duration with accuracy and intense concentration is required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.